



Environmental Management System Procedure
for
the Control of
Environmentally Relevant Documents/Records
at the
U.S. Army Garrison (USAG) Baumholder

29 March 2006

Prepared by:

URS Deutschland GmbH, Kaiserslautern
URS Project No. 17846-273

Environmental Management System Documentation at the U.S. Army Garrison (USAG) Baumholder

Document Title:

Environmental Management System (EMS) Procedure for the Control of Environmentally Relevant Documents at the U.S. Army Garrison (USAG) Baumholder

Kind of Document:

Standard Operating Procedure (SOP) for EMS

Document UID:

See label provided by DOC CON Officer

Number of EMS Procedure:

EMS_PBH_09

Update requirements:

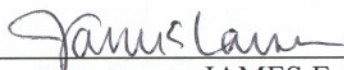
This document is an EMS controlled document. It has to be kept updated in order to comply with International Organization for Standardization (ISO) 14001. This document shall be reviewed annually and revised as necessary or when changes occur. When a revised document is available, this document will be discarded and marked as obsolete in the DOC CON database. The revised document gets a new UID.

Date Document Effective:

10 April 2006

Document POC:

Dominc Mutinda
DPW EMO

Approved by:**Date:**

JAMES E. LARSEN
LTC, AV
Commanding

17 APR 06

References:

- a. Executive Order 13148, *Greening the Government through Environmental Leadership*.
- b. ISO 14001: 2004, *Environmental Management Systems – Specification with Guidance for Use*.
- c. AR 25-400-2, 15 Nov 2005, *The Army Records Information Management System (ARIMS)*
- d. AER 25-400-2A, 31 Dec 2003, *Army in Europe Record Information Management*
- e. Secretary of the Army Memorandum, 22 Feb 2005, *Preservation of Army Records*
- f. *Army Records Information Management System (ARIMS) User's Guide Version 2*, February 2005
- g. EMS-Procedure # EMS_PBH_07 - *Internal and External Communication Regarding EMS and Environmental Practices at the USAG Baumholder*

1.1 PURPOSE

The purpose of this procedure is to provide standard methods for managing documents and records under the Garrison's Environmental Management System Document Control (EMS DOC CON) System. The goals of this system are to:

- Meet ISO 14001 environmental document control and record control standards
- Meet Army Records Information Managements System (ARIMS) standards
- Ensure all files are up-to-date, readily available, and can easily be located at all times for personnel whose activities/products/services may have an impact on the environment.

1.2 APPLICABILITY

This procedure applies to all Garrison personnel, to include civil and military personnel, and tenant organizations involved in creating, using, and maintaining documents, including records, associated with activities/products/services that may have an impact on the environment. This procedure covers electronic, paper, and other non-electronic documents, like CDs.

1.3 DEFINITIONS

ARIMS – The Army Records Information Management System. The AR 25-400-2 and Army Europe Regulation (AER) 25-400-2A, effective 15 November 2004 and 31 December 2003 respectively, governs the maintenance and disposition of all Army records.

Communication – Exchange of information using (in this case) verbal or written methods such as meetings, reports, telephone conversations, e-mail, letters, newsletters, websites, press releases etc.

Controlled Documents – Documents required by the environmental management system and by the International Organization for Standardization (ISO) 14001 standard. Documents include records necessary to demonstrate conformity with the requirements of the environmental management system with special regard to legal requirements and the ISO 14001 standard, and the results achieved.

Document – Information and its supporting medium. The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof. Records are a special type of documents and shall be controlled in accordance with the ISO 14001 standard.

Document Point of Contact (document POC) – Person responsible for ensuring the information on a specific document in the DOC CON Database is up-to-date. The POC can be, but must not be, the author of the document.

DPW – Directorate of Public Works.

EMS Document Control Officer (DOC CON officer) – Primary point of contact for the EMS document control system.

International Organization for Standardization (ISO) Standard 14001 (ISO 14001:2004) – Environmental management systems – Requirements with guidance for use, ISO, 15 November 2004.

Legal Requirements – All laws, regulations and guidance documents, permits, and memorandums of agreement, applicable to the Garrison's activities, products and services.

2 PROCEDURE

2.1 IDENTIFYING FILES TO INCLUDE IN THE EMS DOC CON SYSTEM

Include the following examples as types of EMS relevant documents/records in the DOC CON System:

- EMS documentation (e.g. environmental policy, EMS procedures, aspect assessments, EP books, training records)
- Procedures and records for operations and activities that are associated with the significant environmental aspects, including monitoring and measuring records and results of compliance assessments
- Procedures for regular compliance assessments (e.g. EPAS and other environmental site assessments/audits)
- Management review documents (e.g. EQCC meeting minutes, EMS management review documentation)
- Training records (e.g. ECO Training, Health and Safety Training, HM/HW Training)
- Documents required by environmental laws and regulations (e.g. disposal manifests or HM inventories)
- Relevant external communication (e.g. with HN authorities, special interest groups)
- U.S. Army specific documents concerning the management of environmental issues (e.g. ISR, EQR, P2, remediation project documentation)
- Management plans/programs for media areas and relevant databases, if present
- Permits (e.g. discharge permits, operating permits, and subsequent adjustments to the permits)
- Operation and maintenance records for media areas (e.g. chimney sweeper reports, water quality analysis)

A document/records needs to be included into the DOC CON system if it is considered to be of general interest for environmental management, or may serve as proof that a certain product/activity/service is in compliance with applicable environmental regulations and requirements (Army and host nation).

Note: The above specified documents are henceforth called “environmentally relevant documents”.

Do not include these types of files in the DOC CON System:

- E-mails (except those that serve as the sole copy of file-types listed above)
- Contract negotiation paperwork
- Personal project notes
- Drafts that have been replaced by a final product
- Files classified as SECRET or above

2.2 CATALOGING EMS RELEVANT FILES

All EMS relevant files shall be cataloged in the so-called DOC CON database, in order to allow their easy identification and retrieval. The POC for the database is Birgit Sheetz, 485-6858 (DOC CON officer). The DOC CON database is designed to include hardcopies, electronic documents, and other documents, like CDs.

Key information about each document is collected in the DOC CON database, allowing different search functions, like sorting the catalogue by key word, unique document ID, media area, EMS and Non-EMS documents or document type.

When information about a document is entered into the DOC CON database the following principles shall be considered, in order to increase the benefit of the system:

- Check correct spelling of data entries.
- Use the original title of the document in 'title' field (Figure 1 - ①) and enter into the 'document description' field (Figure 1 - ②) an English description of the document contents, plus any explanation considered useful for later researches.
- Enter the name of the garrison the document is owned by, in addition the actual document title.
- Give as much detailed information as possible about each document in the document description, such as the purpose of the document or the location it applies to.
- Use key words or commonly used abbreviations in the 'description' field so that when searching the database by key words, the document can be found.
- Enter the expiration date in the description field (for documents with limited validity), such as permits.
- Add a reference to other documents, when documents are linked with each other, such as the Integrated Natural Resources Management Plan (INRMP) and the GIS data related to the INRMP.
- Use the date of the latest update as the date of creation for electronic files, such as databases or excel documents.
- File documents that are continuously created by year, such as chimney sweeper reports, disposal documents, or water quality monitoring reports, and enter each year separately into the DOC CON database to ease disposition.

Add/Edit Documents: USAG Baumholder

Title: EMS Procedure for Emergency Preparedness and Response applicable to the USAG Baumholder 1

Disposition UID: KE6-2005-BH131
Document Date: 23-Nov-2005

Disposition Code

Document Type: EMS implementation, documentation

ARIMS Title: 11-2a3 General environmental quality correspondence files

Disposition: KE6 Keep NLT 6 yrs when non-action docs NLN or after 2 years after action docs cutoff

Disposition Completed? ☐ **Disposition Date:**

Revision Remarks:

Document Description

Description: 2 Procedure to identify potential emergency situations and potential accidents that can have an impact on the environment and how the USAG Baumholder will respond to them.

Media Area: EMS Implementation, Documentation

Project Number:

DUCS Number:

Author/Contractor: URS

EMS Document ? ☒

Document Location

File Type: Hardcopy file Document copy 1 of 1

POC Details

POC: Mutinda, Dominic

DSN: 485-8154

Phone: 06783-66146

Email: Dominic.Mutinda@us.army.mil

Department: DPVW EMO

ARLOC: GE79D Smith Barracks

Building#: 8164

Room: Room No. 301

Document Location Details

Remarks: In "EMS Manual Volume 1"

File:

ARLOC: GE79D Smith Barracks

Building#: 8164

Room: Room No. 301

Security Status: For official use c

[Define a document type, location and POC.](#)

Display/Edit Document Details

Figure 1 Add/Edit Documents Window

Once a document is entered into the DOC CON database, a unique ID will automatically be assigned to it. Each document shall be entered only once, even if there are several copies used by different people. In this case, the decision needs to be made, who shall be the primary document POC. This could be the responsible media manager or the person using the document most often in daily business. Information on who keeps additional copies of the respective document can be entered into the database, if needed, following the database manual.

After the initial DOC CON inventory has been completed, the responsibility lies on the DOC CON officer and the document POCs to keep the DOC CON system up-to date. Therefore, the DOC CON officer will semi-annually send each document POC an email with a list containing the database entries for all documents the POC is declared to be responsible for. The document POCs shall then check:

- which documents are obsolete or must be replaced by reused/updated documents
- which new documents of relevance for the EMS need to go into the system
- if the document storage location or POC information has changed; and
- if the assigned ARIMS record numbers assigned to each document are appropriate.

The document POC shall communicate the results of this check to the DOC CON officer to coordinate required changes or confirm the current status. The DOC CON officer will perform all necessary changes/amendments of the DOC CON database and will provide the document POCs with a list of all labels that need to be changed/removed or added.

The document POC will then change the labels accordingly by using the labels available from the database, or equivalent

2.3 ENSURING ACCESSIBILITY

For a successful DOC CON system, all files have to be kept orderly and accessible. Document storage locations must match the locations listed in the DOC CON database. The documents and files within the system should be available to all personnel that may need the information for conducting day-to-day business. Each document POC shall assign a substitute POC for each of his/her documents to ensure that knowledge about a document is not lost when the primary POC is not available. Document POCs shall keep a list of documents currently borrowed out (A printout of the report 'DOCs by POC' can be used by adding information of the person who currently borrowed the document). This ensures that the location of the document is specified even if they are currently not available at the location specified in the database. Files containing confidential, personal information maintained by branch supervisors and files containing classified information shall be excluded from free access.

2.4 IDENTIFYING ARIMS RECORD CATEGORIES AND DISPOSITION REQUIREMENTS

The U.S. Army has established a system for records information management called ARIMS (superseded MARKS) which is binding for all Army organizations.

The ARIMS sets Army specific requirements for identifying, maintaining, archiving and disposing of documents (see References c, d, and f), to include labelling requirements.

One requirement is to assign an ARIMS record number to each document. The RRS-A Detail Reports, available from the ARIMS web page (www.arims.army.mil), specify all available ARIMS record numbers, including their disposition requirements. See Figure 1 for examples.

ARIMS record number	ARIMS title	Disposition Code	Disposition Text	Year type
11-18e2	Resource conservation program reports...	K2	Keep 2 yrs, then destroy	CY
25-1kkk	Input/Source Records	KE6	Keep NLT 6 yrs after information entered into master file and verified, and then is no longer required for administrative, operational, audit, or legal purposes, or support reconstruction of, or serve as back-up to, a master file; whichever is latest.	CY
200-1d	Environmental restoration remedial assessment files	TP	Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA.	CY

Figure 1: Example ARIMS record numbers and their specifications

The key concept of ARIMS is to determine whether a specific file must be transferred to official Army archives or if it has to be destroyed when no longer needed for business. For this reason ARIMS has two overall record disposition categories: K (for Keep) and T (for Transfer).

K-files are documents that must be kept only as long as they are needed for the day-to-day business practices, respectively, such as for proving compliance with laws and regulations. The ARIMS categorizes these as “keep” files because they are *kept internally* by the organization and are discarded when no longer needed.

T-files are documents with value beyond the day-to-day business practices of the organization. These files may be valuable for historic purposes, legal proceedings, etc. ARIMS categorizes these as “Transfer” files since they must be *transferred to the official Army archives* once they are no longer needed by the organization.

The ARIMS requires that each document (hardcopy or electronic) is labelled. The applied labels must include the following:

- The title or name of the record, specifically any title that best supports the business needs of the office or unit,
- Year of creation (either calendar or fiscal year),
- Disposition information
- And in case of TE records the name of the event.

2.5 ARIMS CROSSWALK

For all **EMS relevant documents** the setup of the DOC CON database ensures that they are labelled in accordance with ARIMS requirements. For all documents that are not relevant for EMS, it is the responsibility of the office who keeps the respective document to ensure ARIMS requirements are met. This procedure is part of the EMS manual and does not cover management of documents that are not relevant for EMS.

To assign an ARIMS record number to a document, the DOC CON database requires the user to sort each document into one of the predefined groups ('document types', e.g. SOP, Training Records). Once a document is sorted into a group, it automatically gets an ARIMS record number and labels that meet both, ARIMS and EMS requirements (See Section 2.7 for detailed information on the labels).

The idea of using document groups that are linked via a crosswalk with the ARIMS system is:

- Categorizing documents into document types allows compliance with ARIMS without much knowledge about it.
- To simplify the process of assigning ARIMS numbers (currently 66 document types vs. hundreds of ARIMS categories).
- To avoid inconsistencies during the filing of electronic files by providing a smaller number of options to chose.
- To offer the opportunity to search the whole database by document type/document group.

The table in Appendix B shows the ARIMS crosswalk with all ARIMS record numbers that are currently applied in the DOC CON database and the respective links to the predefined groups ('document types').

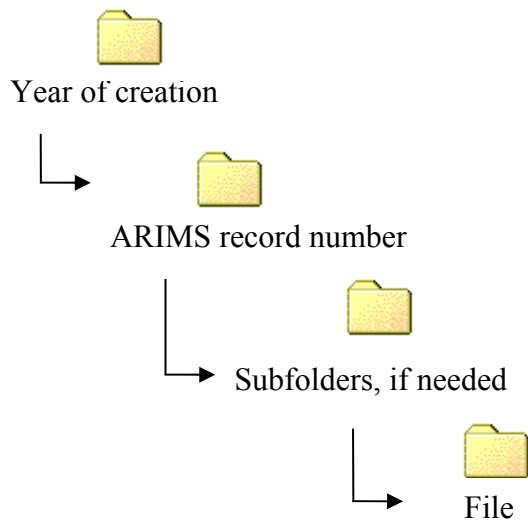
Note: In case it would be necessary to change or amend the ARIMS cross-walk, this can easily be performed by following the DOC CON database manual. These changes are to be performed by the DOC CON officer or a person working on his/her behalf. Detailed information on ARIMS is available from the ARIMS website, <https://www.arims.army.mil>.

2.6 ORGANIZING ELECTRONIC FILES (LOCATION)

In order to ensure proper naming of the electronic files, all EMS relevant electronic files shall be entered into the DOC CON system. Once they are entered into the DOC CON system and ARIMS record numbers are assigned to them, the electronic files shall be organized in the filing structure / server structure outlined in Appendix A. This filing structure is accessible on the public drive under the path:

W:\Environmental\EMS 2006

The general set up of this structure is as follows:



Files shall be filed in their appropriate position (folder) and be named in accordance with the naming convention explained below (Section 2.7).

For example the DOC CON database is located at:

**W:\Environmental\EMS 2006\1jj_Reference_publications_KE6_CY\c_1jj_Document
Control_29Mar06_KE6**

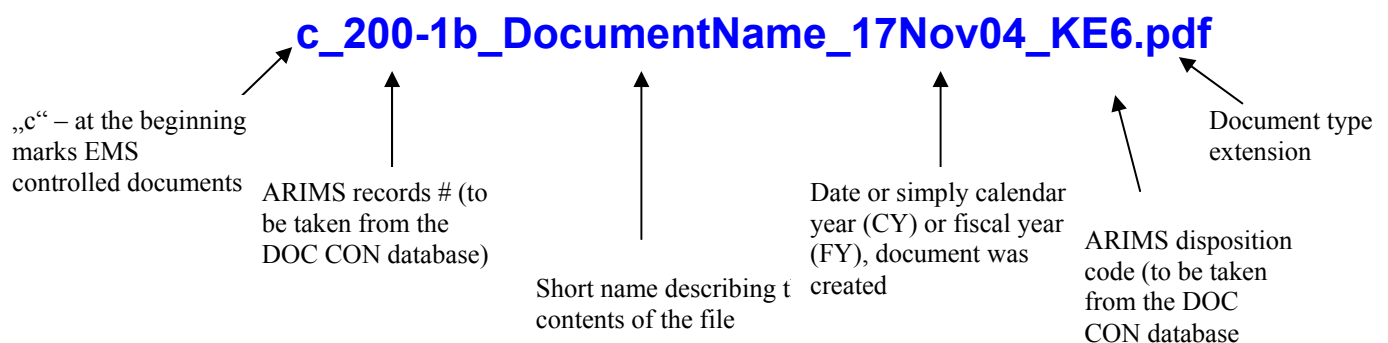
Since the filing structure is organized by year of creation, the DOC CON officer has to ensure the filing structure is adapted for each subsequent year.

- If necessary, access restrictions can be set for electronic files by the DOC CON Officer or by the document POC.

Note: Documents that are not relevant for EMS can be filed in the server structure as long as their file name doesn't start with a 'c' at the beginning which marks EMS controlled documents.

2.7 NAMING FILES AND LABELING DOCUMENTS

EMS relevant electronic files must be named according to the following example when filing them into the server structure:



Non-electronic documents (hardcopies, CDs) have to be labelled in accordance with the example shown in Figures 2 and 3. The DOC CON database offers printing of 2 different (the ARIMS label and the document specific label) labels for binders, CDs, and folders in filing cabinets.

Both Labels are linked with each other by the applied ARIMS record number. Generally, both labels need to be applied to each document. Except when a folder contains various documents of the same group ('document type'), then the whole folder can be labelled with the ARIMS label and each of the individual documents contained in the folder with the respective document specific label.

The unique document ID serves for identifying a document within the DOC CON system.

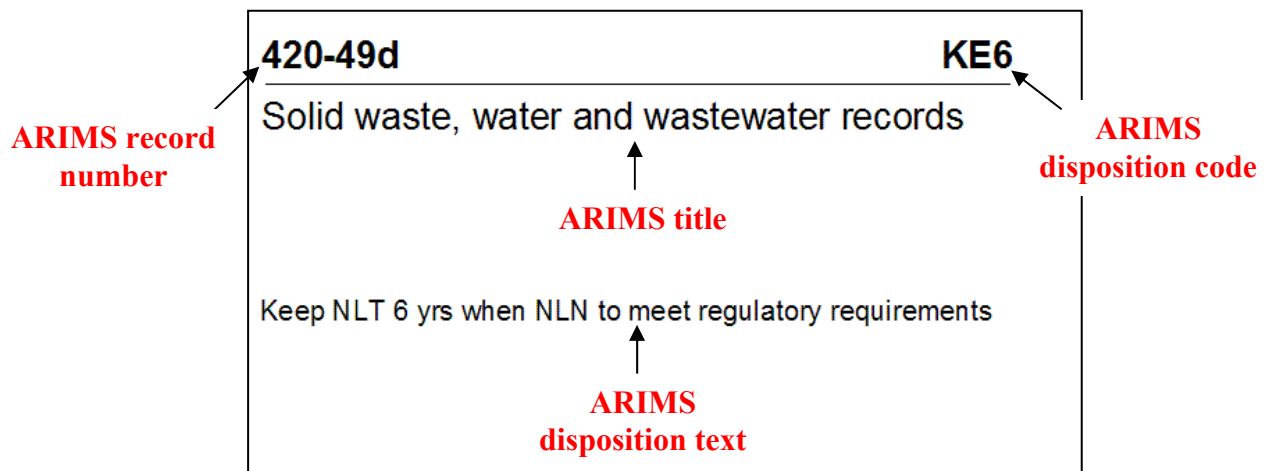


Figure 2 ARIMS Label

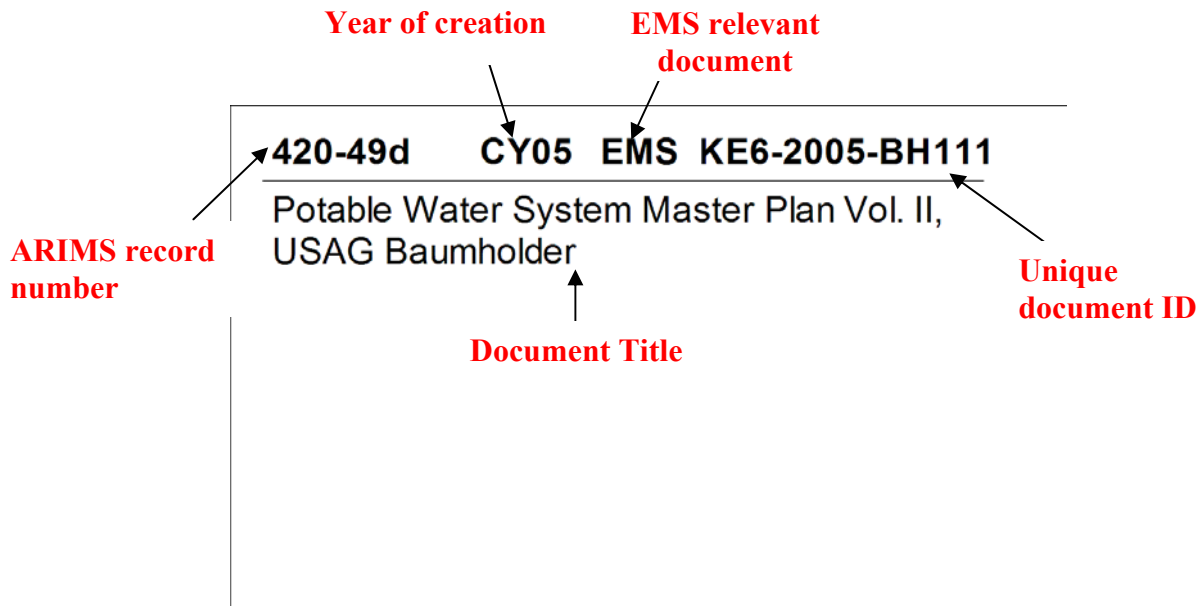


Figure 3 Document Specific Label

2.8 DISPOSITION AND TRANSFER OF DOCUMENTS

Document POCs must ensure that the disposition of each respective document is performed correctly and on time. This means:

- a) Documents must be discarded as soon as they become obsolete (in terms of the ARIMS disposition code assigned to it), and simultaneously need to be deleted from the EMS DOC CON database. In the event that they shall not be destroyed, but be kept as templates or for any other reason, their label and database entry need to be marked “obsolete”. The database offers an “obsolete button” for this situation.

- b) Transfer documents must be transferred to Army archives on time, following the instructions on the ARIMS website (<https://www.arims.army.mil>). As soon as a document is being transferred, this information must be included in the database immediately by checking the “Disposition Completed” check box in the ‘Add/ Edit Documents’ window.

3 RESPONSIBILITIES

3.1 DOC CON Officer

Currently the following person is assigned as the DOC CON officer:

- Ms. Sheetz (Birgit.Sheetz@us.army.mil, 485-6858)

Responsibilities of the DOC CON officer are as follows:

1. Implement the EMS DOC CON system and ensure it is maintained up-to-date.
2. Initiate changes of the system, if required.
3. Coordinate with document POCs to keep information on the documents up-to-date (including the database entries and labels).
4. Ensure that electronic documents are saved in accordance with this procedure.
5. Serve as primary POC for the DOC CON system.
6. Assist authorized persons who need information on the DOC CON system.
7. Review this procedure at least annually to ensure it meets the ISO 14001 and Army requirements. Revise the procedure as needed.

3.2 Document POCs

Information on the current document POCs are available from the DOC CON database (“Administration” menu).

Document POCs’ responsibilities include:

1. Ensure all database entries for environmentally relevant documents within their areas are complete, correct and up-to-date.
2. Check ARIMS numbers for appropriateness.
3. Ensure that documents are labelled in accordance with this procedure. This includes updating labels when database entries are changed.
4. Review all new documents generated in their area and determine each document’s applicability for inclusion into the DOC CON system (see Section 2.1 for details).
5. Remove obsolete documents from the DOC CON system following the specifications of Section 2.8.
6. Provide information and access to the documents of his/her area to authorized persons.
7. Keep a list of documents currently borrowed out and, therefore, not available at the location specified in the database.
8. Shall assign a substitute POC for each of his/her documents.

Note: Each document POC is responsible to keep his/her files in compliance with the ARIMS standard. The DOC CON system provides a tool for the management of documents that are EMS relevant in compliance with this standard.

LIST OF APPENDICES

Appendix A	Electronic File Structure Outline	A-1
Appendix B	ARIMS Crosswalk	B-1

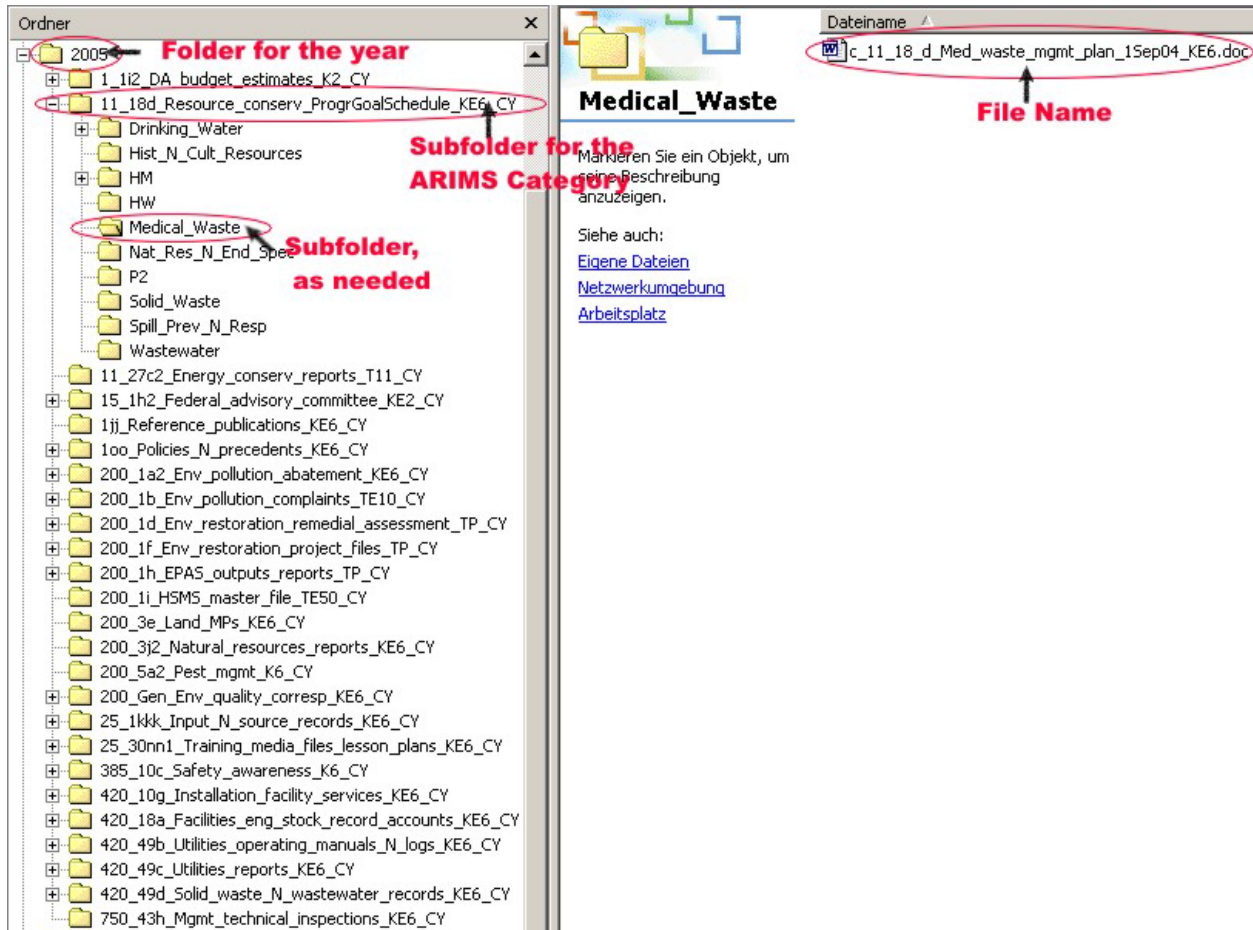
APPENDIX A

Electronic File Structure Outline

Appendix A

Electronic File Structure Outline

Appendix A is a reference document that reflects the organizational outline of the DPW server structure used for filing electronic documents under the EMS DOC CON system. Any changes to this file structure shall be made by contacting the DOC CON Officer.



APPENDIX B

ARIMS crosswalk Status 29 March 06

Appendix B
ARIMS crosswalk
Status 29 Mar 06

ARIMS record number	ARIMSTitle	Document Type
11-18d	Resource conservation programs, goals, and schedules	HM/HW management plan
11-18d	Resource conservation programs, goals, and schedules	HW contingency plan
11-18d	Resource conservation programs, goals, and schedules	ITAM project priority listing
11-18d	Resource conservation programs, goals, and schedules	ITAM workplan
11-18d	Resource conservation programs, goals, and schedules	P2 plan
11-18d	Resource conservation programs, goals, and schedules	Spill plan
11-18d	Resource conservation programs, goals, and schedules	Spill response and cleanup plan
11-18d	Resource conservation programs, goals, and schedules	Storm water pollution prevention plan
11-18d	Resource conservation programs, goals, and schedules	Cultural resources management plan
11-18d	Resource conservation programs, goals, and schedules	Solid waste management plan
11-18d	Resource conservation programs, goals, and schedules	Water conservation management plan
11-18d	Resource conservation programs, goals, and schedules	Water emergency contingency plan
11-18d	Resource conservation programs, goals, and schedules	HM minimization and reuse reports
11-18d	Resource conservation programs, goals, and schedules	Lead and copper monitoring program
11-18d	Resource conservation programs, goals, and schedules	Medical waste management plan
11-27c2	Energy conservation reports...	Energy data
11-2a3	General environmental quality correspondence files	EMS implementation, documentation
1-1i2	DA budget estimates - Office other than offices responsible for preparation, consolidation, and approval	EPR (other)
15-1h2	Federal Advisory Committee Files - All other committees	EQCC meeting minutes
1jj	Reference publications	EMS document control procedure and DOC CON Database, ORL
1jj	Reference publications	EPR policy
1jj	Reference publications	Law, regulation, policy or guidance (U.S.)
1oo	Policies and precedents	Law, regulation, policy or guidance (Non U.S.)
1oo	Policies and precedents	Official notification (behoerdliche Anordnung)

Appendix B
ARIMS crosswalk
Status 29 Mar 06

ARIMS record number	ARIMSTitle	Document Type
200-1a2	Environmental Pollution abatement files...	Spill report
200-1a2	Environmental Pollution abatement files...	ODS inventory, survey
200-1a2	Environmental Pollution abatement files...	PCB survey
200-1a2	Environmental Pollution abatement files...	Asbestos inventory, survey, risk assessment
200-1a2	Environmental Pollution abatement files...	Leaded paint inventory, survey, risk assessment
200-1a2	Environmental Pollution abatement files...	Asbestos management plan
200-1a2	Environmental Pollution abatement files...	Radon inventory, survey, risk assessment
200-1a2	Environmental Pollution abatement files...	Noise (other data)
200-1a2	Environmental Pollution abatement files...	Air emissions abatement documentation
200-1a2	Environmental Pollution abatement files...	Noise abatement documentation
200-1a2	Environmental Pollution abatement files...	PCB/T abatement documentation
200-1a2	Environmental Pollution abatement files...	Asbestos abatement documentation
200-1a2	Environmental Pollution abatement files...	Radon abatement documentation
200-1a2	Environmental Pollution abatement files...	LBP abatement documentation
200-1b	Environmental pollution complaints	NOVs/Complaints
200-1d	Environmental restoration remedial assessment files	Soil or groundwater investigation
200-1f	Environmental restoration project files	Remediation data (soil + groundwater)
200-1h	Environmental Performance Assessment System (EPAS) outputs and reports	EPAS
200-1h	Environmental Performance Assessment System (EPAS) outputs and reports	Internal EPAS
200-1i	Hazardous Substance Management System (HSMS) Master File	HSMS
200-3e	Land management plans	Land management plan
200-3j2	Natural resources reports...	Natural resources management plan
200-3j2	Natural resources reports...	TES survey

Appendix B

ARIMS crosswalk
Status 29 Mar 06

ARIMS record number	ARIMSTitle	Document Type
200-5a2	Pest management...	Pest applicators certification
200-5a2	Pest management...	Pest inventory
200-5a2	Pest management...	Pest management plan
25-1kkk	Input/Source Records	HM list/stock list
25-1kkk	Input/Source Records	DPW EMO HM/HW inspection records
25-1kkk	Input/Source Records	HW disposal documentation
25-1kkk	Input/Source Records	SOPs of organizations other than DPW
25-1kkk	Input/Source Records	Environmental Reviews (ERG)
25-1kkk	Input/Source Records	Installation Status Report (ISR, ISR II)
25-30nn1	Training media files - Lesson plans	Training records
25-30nn1	Training media files - Lesson plans	Training plans
385-10c	Safety awareness files	Hazards communication
385-10c	Safety awareness files	MSDS
385-10c	Safety awareness files	Waste characterization and profile sheets
420-10g	Installation facility services	Pest control documentation
420-18a	Facilities engineering stock record accounts	Inventory of facilities
420-18a	Facilities engineering stock record accounts	Permit
420-49b	Utilities operating manuals and logs	Operation plan
420-49b	Utilities operating manuals and logs	SOP
420-49c	Utilities Reports	Inventory of emission sources
420-49c	Utilities Reports	Air emissions inventory, survey
420-49c	Utilities Reports	Air emission measurement record
420-49c	Utilities Reports	Operation and maintenance record other than water/wastewater
420-49c	Utilities Reports	Tank inspection record
420-49c	Utilities Reports	Test record other than water/wastewater
420-49d	Solid waste, water and wastewater records	Flushing program
420-49d	Solid waste, water and wastewater records	Potable water system master plan
420-49d	Solid waste, water and wastewater records	Annual landfill register
420-49d	Solid waste, water and wastewater records	Solid waste report
420-49d	Solid waste, water and wastewater records	Waste water surveillance program
420-49d	Solid waste, water and wastewater records	Wastewater monitoring result
420-49d	Solid waste, water and wastewater records	Water test results
420-49d	Solid waste, water and wastewater records	Sanitary survey
420-49d	Solid waste, water and wastewater records	Slug prevention plan
420-49d	Solid waste, water and wastewater records	Vulnerability assessment
420-49d	Solid waste, water and wastewater records	Recycling program inspection record
420-49d	Solid waste, water and wastewater records	Cross connection control and backflow prevention plan
750-43h	Management and Technical Inspections	Monitoring/measurement results other than water test results
750-43h	Management and Technical Inspections	Water endangering substances facilities inspections